Program Year: \_\_\_\_\_

# **ASP Staff Training Checklist and Documentation Form**

opi.mt.gov		

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Use this form to train Afterschool Snack Program staff on the following required topics.

### Identify a Reimbursable Snack

- Two full components must be offered and taken.
- Refer to meal pattern requirements.

Sponsor Name:

## **Counting/Claiming Procedures**

- Identify students who have taken a reimbursable snack.
- Only one snack per child, per day, may be claimed.
- Refer to the daily Student Roster and Monthly Meal Consolidation forms.

#### **Production Records**

Complete daily. Snacks must be compliant with the meal pattern.

## Food Safety Procedures

 Comply with your district and food service safety procedures including, but not limited to, time/temperature recording, safe handling of leftovers, and hand washing.

## Civil Rights Compliance

- Complete and document Civil Rights Training annually.
- Refer to opi.mt.gov/foodserviceforms under the "Civil Rights" tab.

#### **Records**

 Maintain records for three years plus the current school year: meal counts, production records, documentation of eligibility, and two program self-reviews.

Date	Employee/Volunteer Name	Signature